

CENTRAL INTELLIGENCE AGENCY  
WASHINGTON, D. C.

NOTICE  
NO:

November 1950

SUBJECT: Salary Payments Under Power of  
Attorney Agreements

1. Employees desiring the mailing of their salary checks to banks or other financial institutions may execute Treasury Department Form 6569 (Power of Attorney by Individual for the Collection of Checks Drawn on the Treasurer of the United States) in duplicate, mailing the original to the applicable financial institution and forwarding the copy to the Fiscal Division, Administrative Staff.
2. Requests for the mailing of salary checks under the power of attorney system must be submitted to the Fiscal Division at least two weeks prior to the desired effective date to permit proper action to be taken.
3. Because payments under this system require special handling, Powers of Attorney should be executed only in those cases where the service will remain in effect for a minimum period of six months. This requirement will not preclude a check being delivered to an employee due to emergent conditions upon receipt by the Fiscal Division of sufficient notification.
4. In reaching a decision as to the desirability of receiving payments under this procedure, the employee should bear in mind that the Agency has no control over postal authorities and financial institutions and delays encountered in those activities should be given consideration to avoid an overdrawn account. Financial institutions normally issue receipts to depositors promptly upon receipt of checks and this constitutes notification that withdrawals may be made from the amounts deposited. The Fiscal Division should not be contacted regarding the deposit of a check without first contacting the financial institution holding the Power of Attorney.
5. Supplies of Form 6569, and information as to completion thereof, may be secured from the Payroll Branch, Fiscal Division. Administrative Officers or designated Time and Attendance Clerks should determine the needs of the employees they are servicing before requesting the Forms.

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